Child and Adult Care Food Program Internet Claim Manual

Revised November 2008

This manual illustrates changes in the menu selection, login procedure, entering new and modifying existing Parent and Site Claims screens.

The data elements on the claims have not changed.

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Basic Navigation Instructions

LINKS TO A PRIOR PAGE – In order to <u>return</u> to a prior page/screen that you have already visited, you <u>must</u> click on one of the 'links' at the top of the screen. The name of the link will tell you what screen you will go to.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the "Back" icon at the top of the screen your newly entered data WILL NOT BE SAVED when you return to the page.

LINKS TO OTHER PAGES – If a portion of text is underlined, i.e., <u>Site Information</u>, this means that if you click on this underlined text you will go to a different web page, called a "linked-page" or "link". If you go to a link on another page by clicking on the underlined text, the next time you are in the <u>same</u> menu the link will be a different color. This is controlled by your browser (Netscape or Internet Explorer).

GO BACK TO PREVIOUS PAGE – To return to a page you were just on (or others before that) just click on the "Back" button on the Internet Menu on top of the page, on the left side of the screen.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the "Back" icon at the top of the screen your newly entered data WILL NOT BE SAVED when you return to the page.

GO FORWARD TO A PAGE – You may only go forward to a page by clicking on the link that will send you to the appropriate site. However, if you have used the "Back" button you may then use the "Forward" button at top of screen to return to a page you have already entered.

TIME LIMITATIONS – A timer starts from the moment the site is entered. If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main "Login" screen. Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer. This limit is set up so that users do not log in to the FNS site and stay on it all day without entering any information.

EXIT PROGRAM – Links at the top of screens include "Logout". Click on this "Logout" link to exit from the entire program. If exiting the system prior to completing the claim, be sure to click on the "Continue" button at the bottom of the screen you are working on. This will save the information from that page.

Logging on to the Website

1. **Open your Internet Browser.** You may use either Internet Explorer or Netscape. Screens WILL appear differently for each. Internet Explorer is recommended but data will be accepted from either.

2. **Use the mouse to click on the "Location: area"** - at the top of the Browser page.
   2a. The entire 'address link' should be highlighted to start with, if not, highlight it with mouse.

3. **Type the following:** http://dpi.wi.gov/fns/index.html to replace 'address link'.
   3a. Press Enter to go to site. (Bookmark site at this point, <u>NOT at later pages</u>)

4. **Under Online Services, Go to – "Submit Claims for Payment".**
   Click on "Submit CACFP Claim"
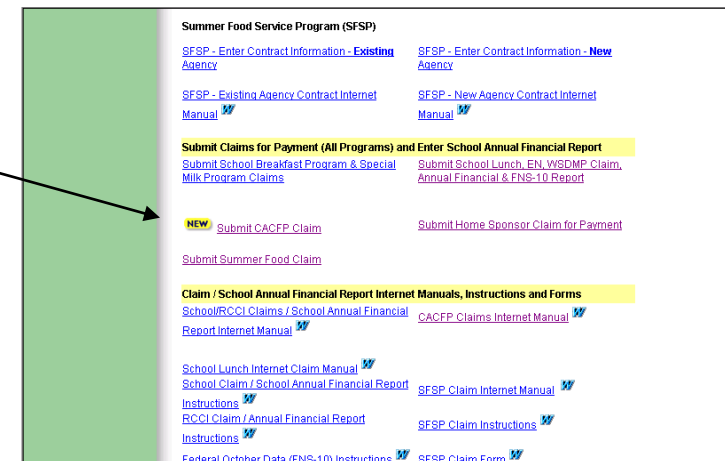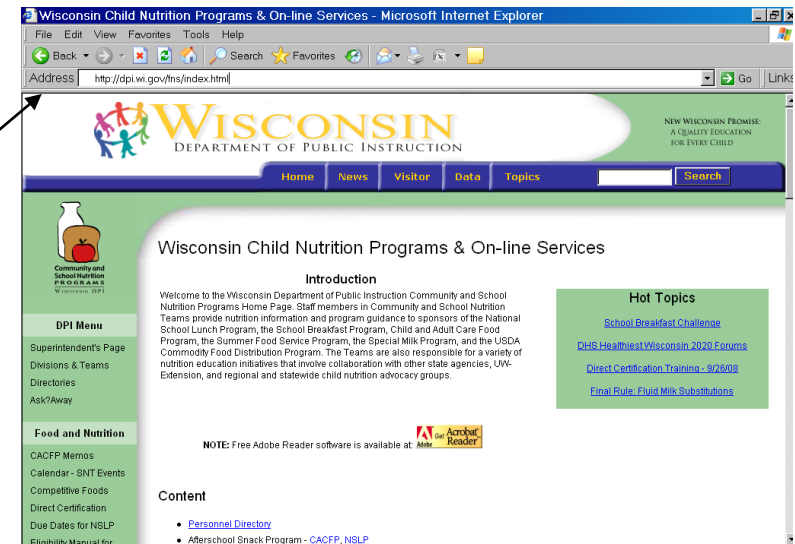
Logging on to the On-line Services

5. The following screen will appear asking for your Agency Code and password. If you have misplaced your password or to request a new password, contact Jacque Jordee at 608-267-9134 as a primary contact or if not available, David Murray at 608-266-6856 or Angie Moen at 608-267-9196. *Note: Passwords should be changed when the Authorized Representative or person authorized to submit a claim has left the agency.*

    5a. Enter Agency Code (without dashes)
    5b. Enter Password
    5c. Click the "Submit" button

Time Limit on Entering Data:
A timer starts from the moment the FNS site is entered. If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main "Login" screen. Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer.
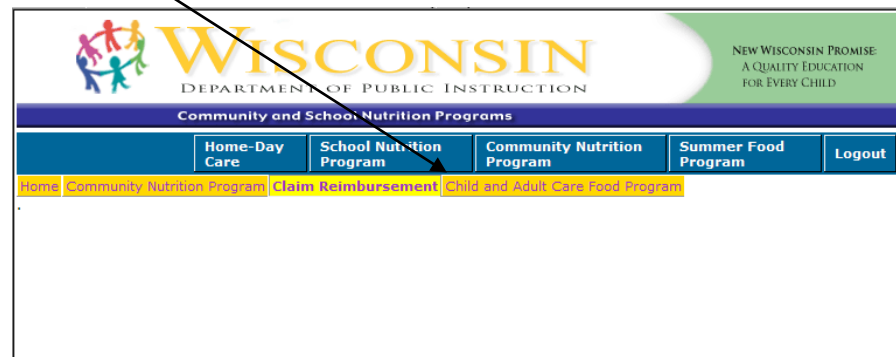
6. From the Main Menu, select on "Community Nutrition Program".

7. From the Community Nutrition Program Menu select "Claim Reimbursement".

8. From the Claim Reimbursement Menu, select "Child and Adult Care Food Program".

9. From the Child and Adult Care Food Program Menu, select "Enter-Modify Claim".
This button is used to submit a new claim or when your agency wants to modify the claim prior to DPI processing it.

10. Select the type of Program your agency is: Child Care Institution or Adult Day Care through the use of the drop-down box. (Click on the arrow and highlight the agency type.)

11. Click "Continue"

12. Enter participation data on the Parent Form (Participation Reimbursement Information). For the month and year, use the drop-down box by clicking on the arrow. Enter the CLAIMING month, <u>NOT</u> the month you are completing the claim in.

Enter "0" (zeros) in the fields that do not apply. Do <u>NOT</u> use commas when entering numbers.

The numbers for each category on the Parent Form must equal the total sum for each category on the site form(s) (step #15).

13. Click on Continue.

Enrollment and participation information must be submitted for each site.

14. Click on the site number.

15. Enter the participation data for that site. The number(s) entered for each category per site must total the numbers entered for each category on the Participation Reimbursement Information Form – Parent Form. Enter "0" (zero) in the fields that do not apply. Click on "Save".

16. The "List of Reimbursable Sites" Menu will reappear until the participation data is entered for each site. Repeat steps 14-15 for each site that is claiming. If a site is not claiming, enter zero into each field on the appropriate Site Form. Upon completion, of all site information, click "Continue".

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17. Review the information that is shown for the unpaid claim and if all correct enter the preparer's name and telephone number. Click on the "Submit" button at the bottom to submit the claim to DPI to be processed for payment.

Program	Child Care Food Program (CCI)
Claim Date:	09/01/2008
Non-needy Category:	91
Reduced Category:	7
Free Category:	30
Total Number of Enrolled Children:	128
Number of Days of Service:	22

Total Reimbursemable Meals Summary Based on Site(s) Participation Information

Total Breakfasts	Total AM Snack	Total Lunches	Total PM Snack	Total Suppers	Total Additional Snack	Total Lunches 2nd	Total Supper 2nd	Total Meals
975	0	1,279	0	0	0	0	0	2,254

Site Participation Detail Information

Site No.	Non-Needy	Reduced Price	Free	Total Enrollment	Days Operating	ADA	Breakfasts	AM Snack	Lunches	Lunches 2nd	PM Snack	Suppers	Supper 2nd	Additional Snack
1828	28	3	7	38	21	31	555	0	607	0	0	0	0	0
1829	63	4	23	90	21	50	420	0	672	0	0	0	0	0

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an over claim and may result in the withholding of payments, suspension, or termination of the program. I understand that the information on this claim is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Preparer Name and Telephone No.:

▶ Submit

18. A screen will appear to confirm receipt of the submitted claim. The statement will include the date the claim was successfully submitted. PRINT THIS SCREEN FOR YOUR RECORDS and keep this information on file along with a copy of the claim submitted on-line (see page 10 for instructions on printing a claim) and all CACFP supporting documentation.

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Community and School Nutrition Programs

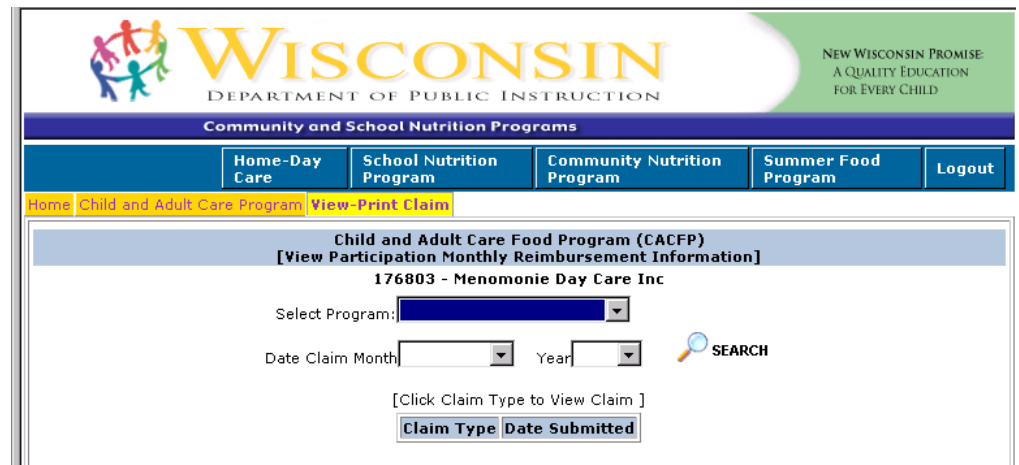| Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Logout

Home Enter-Modify Claim

Your Child and Adult Care Food Program claim dated: 2008-09-01 was successfully submitted to DPI on Wed Nov 12 09:25:43 CST 2008. For your record and to see the Reimbursable $ amount, you can print a copy of the recently submitted claim using 'View-Print' option under Community Nutrition Program.

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Viewing and Printing Claims

1. To obtain the <u>View/Print Screen</u>, select
   a. Home,
   b. Community Nutrition Program,
   c. Claim Reimbursement,
   d. Child and Adult Care Food Program,
   e. View/Print Claim.

Printing a Claim:

You can view and/or print claim(s) after it has been submitted to DPI via the "View-Print" Menu.

2. **Select the Program (CCI or ADC) from the drop down list box,**
3. **Select Claim Month and Year from the drop down list box, and**
4. **Click the "Search" button.**

If the claim is found for the given criteria, the claim and the date the claim was submitted will appear. Click on the words "New (paid)" under the "Claim Type" link to view or print the detailed claim information.

If a claim is not found for the given criteria, a box will not appear under "Claim Type" and a message will appear that no claim is found.

Modifying a Claim

After entering a claim for reimbursement, agencies may modify their claim on-line until the time the claim is processed by DPI. Processing of claims at DPI is completed, in most cases, on Tuesday mornings. After a claim has been processed by DPI it CANNOT be modified on-line. A paper copy of the amended claim will need to be completed and submitted to DPI.

Modifying On-Line: Required method of modifying a claim that has not been processed. To modify on-line, simply follow the steps for entering a claim that begin on page 4 of this manual. The unprocessed claim will be available for selection on the Participation Reimbursement Information – Parent Form screen.

IMPORTANT: When revising the Parent Form Screen and/or a Site, the claim is NOT complete until it has been reviewed for accuracy and resubmitted for payment. After a claim modification is made do NOT close your web browser without following steps 16 and 17 within this manual! If you fail to follow these steps your claim will NOT be processed. **Remember -** the numbers for each category on the Parent Form must equal the total sum for each category on the site form(s) (step #15).

Amending via Paper Claim: This method is required once the claim has been processed by DPI. Download the blank hard copy claim form at: http://www.dpi.wi.gov/fns/centermemos.html for Child Care Institutions (Guidance Memorandum 3C), or http://www.dpi.wi.gov/fns/adultmemos.html for Adult Day Care (Guidance Memorandum 3A). Complete the form with the correct information and send to DPI using the instructions provided on the form.

Contacts

If you have misplaced your password or wish to request a new password, please contact:

Primary Contact: Jacque Jordee at 608-267-9134
Secondary Contacts: Angie Moen at 608-267-9196 or David Murray at 608-266-6856.
Jacque Jordee and Angie Moen can also assist you in completing the claim on-line if you are experiencing problems.